



BDI-2 Data Manager™

User's Guide for Administrators

The Riverside Publishing Company
3800 Golf Road, Suite 200 • Rolling Meadows, IL 60008
Phone 800.323.9540 • Web www.riversidepublishing.com

RIVERSIDE PUBLISHING

 **HOUGHTON MIFFLIN HARCOURT**

Table of Contents

Getting Started	3
Setting up the Hierarchy.....	5
Establishing the Organizational Structure.....	7
Creating Groups/Classes.....	10
Creating Accounts for Examiners.....	12
Adding Children	15
Adding Assessment Data	18
Viewing Reports.....	23

Riverside Publishing Customer Support:
e-mail: rpcsupport@hmhpub.com
phone: 800.323.9540
hours: Monday-Friday 8AM to 6PM CT

Getting Started

The Battelle Developmental Inventory™, 2nd Edition, (BDI-2™) is an early childhood instrument based on the concept of developmental milestones. As a child develops, he or she typically attains critical skills and behaviors sequentially, from simple to complex. BDI-2 helps measure a child's progress along this developmental continuum by both global domains and discrete skill sets in the following areas: Adaptive, Personal-Social, Communication, Motor, and Cognitive.

Logging on to BDI-2 Data Manager

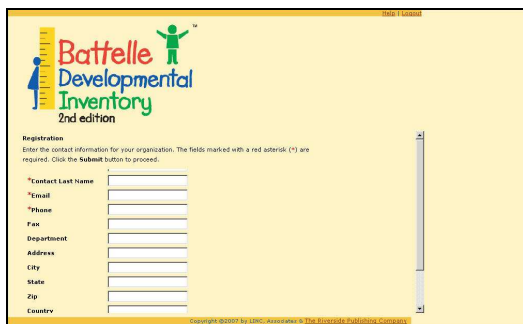
1. Enter the following link in the address box of your internet browser:
<http://www.bdi2datamanager.com>
2. Enter your **Login ID**.
3. Enter your **Password**.
4. Click **Login**.



Initial information

Logging on as an administrator for the first time will require you to register your organization information and to accept a web license agreement.

Registration



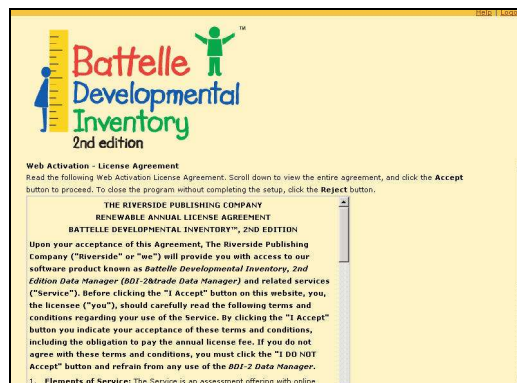
Battelle Developmental Inventory 2nd edition

Registration
Enter the contact information for your organization. The fields marked with a red asterisk (*) are required. Click the **Submit** button to proceed.

*Contact Last Name
*Email
*Phone
Department
Address
City
State
Zip
Country

Copyright 2009 by John W. Winters & The Riverside Publishing Company

License Agreement



Battelle Developmental Inventory 2nd edition

Web Activation - License Agreement
Read the following Web Activation License Agreement. Scroll down to view the entire agreement, and click the **Accept** button to proceed. To close the program without completing the setup, click the **Reject** button.

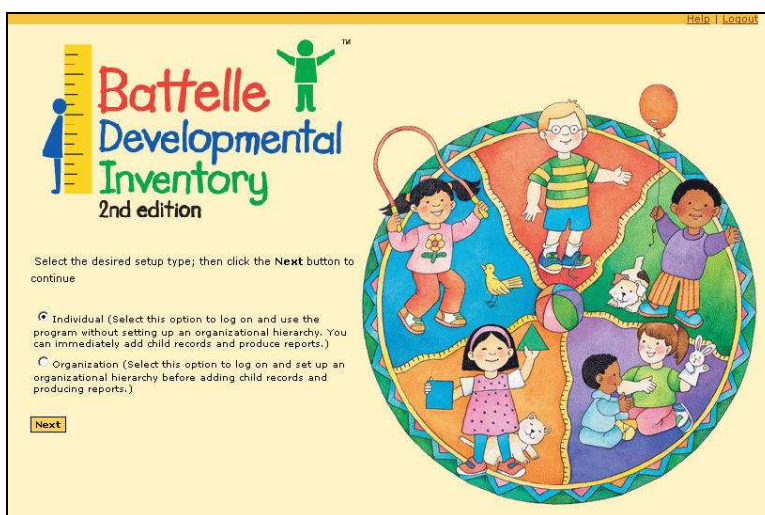
THE RIVERSIDE PUBLISHING COMPANY
RENEWABLE ANNUAL LICENSE AGREEMENT
BATTLELLE DEVELOPMENTAL INVENTORY™, 2ND EDITION

Upon your acceptance of this Agreement, The Riverside Publishing Company ("Riverside" or "we") will provide you with access to our software product known as *Battelle Developmental Inventory, 2nd Edition Data Manager (BDI-28trade Data Manager)* and related services ("Service"). Before clicking the "I Accept" button on this website, you, the licensee ("you"), should carefully read the following terms and conditions regarding your use of the Service. By clicking the "I Accept" button you indicate your acceptance of these terms and conditions, including the obligation to pay the annual license fee. If you do not agree with these terms and conditions, you must click the "I DO NOT Accept" button and refrain from any use of the *BDI-2 Data Manager*.

1. Elements of Service: The Service is an assessment offering with online

Subsequently, you will indicate if you are an individual user without need of a multi-tiered hierarchy structure or if you are an organization where you will need to establish a hierarchy.

- **Individual:** If you are an individual user who does not need to use a hierarchy, select **Individual** and then click **Next**. Skip to Chapter 4 in this manual if you want the option to create groups, Chapter 5 to add examiners, and/or Chapter 6 to add children.
- **Organization:** Users who need to set up a hierarchy and organizational structure should proceed to Chapter 2 in this manual.



Battelle Developmental Inventory 2nd edition

Select the desired setup type; then click the **Next** button to continue

☒ Individual (Select this option to log on and use the program without setting up an organizational hierarchy. You can immediately add child records and produce reports.)

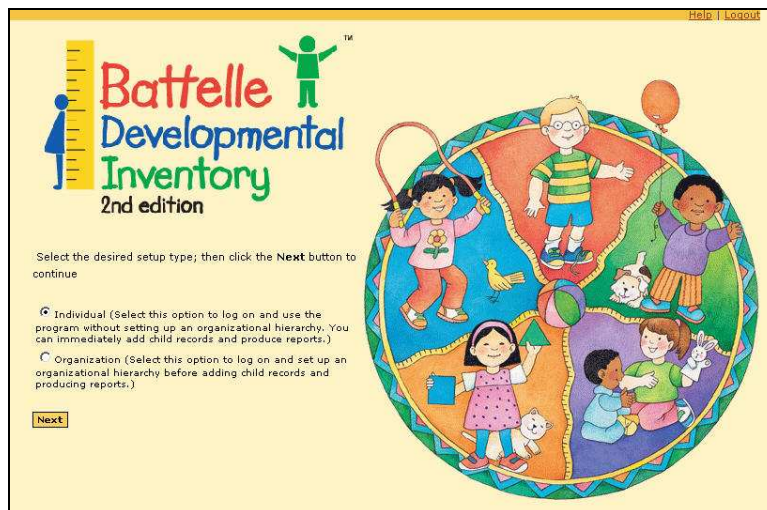
☐ Organization (Select this option to log on and set up an organizational hierarchy before adding child records and producing reports.)

Next

Setting up the Hierarchy

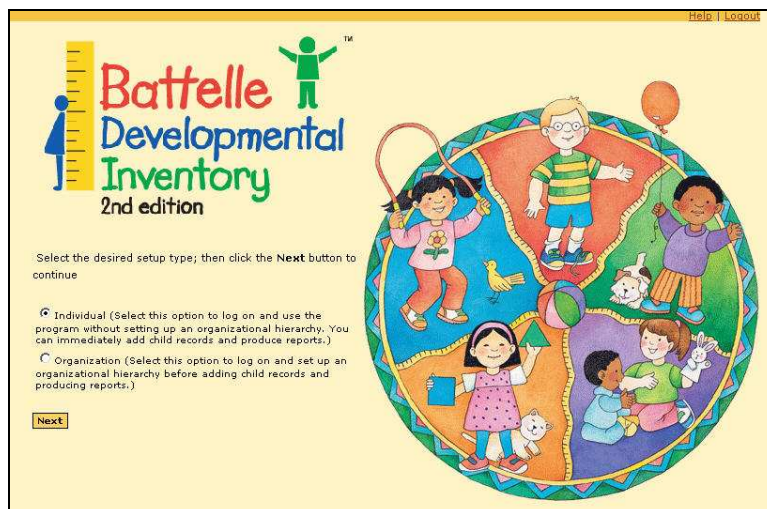
The BDI-2 Data manager provides two (2) hierarchy levels - the top and the bottom levels - that can be used to identify the structure of your organization. You can add additional levels between the top and bottom levels - a total of ten (10) levels can be used. Use the hierarchy to define the general structure of your organization such as *state, agency, county, district, school, and class*.

Upon initial login, you will indicate if you are an individual user without need of a multi-tiered hierarchy structure or if you are an organization where you will need to establish a hierarchy. ***If you are an individual user who does not need to use a hierarchy***, click **Next** and skip to Chapter 4 in this manual if you want the option to create groups, Chapter 5 to add examiners, and/or Chapter 6 to add children.



Defining the Hierarchy

1. Select **Organization**.



2. Click **Next**.
3. From the options available, select the levels that you want or need in your hierarchy.
Note: The top and bottom hierarchy levels, **State** and **Class**, are automatically assigned to you. Determine what additional levels, if any, are needed in between those two levels.

Step 2: Please select your hierarchy levels and/or re-define them, then click Next to continue.

Instructions:

1. For each level you want, select the 'yes' radio button to the left of the level name.
2. For each level you select, you may edit the name.
3. When you have finished, press the 'Next' button.

Note: You can edit your levels later via the Hierarchy Organization menu.

<input type="radio"/> Yes <input checked="" type="radio"/> No	State
<input type="radio"/> Yes <input checked="" type="radio"/> No	Agency
<input type="radio"/> Yes <input checked="" type="radio"/> No	County
<input type="radio"/> Yes <input checked="" type="radio"/> No	City
<input type="radio"/> Yes <input checked="" type="radio"/> No	District
<input type="radio"/> Yes <input checked="" type="radio"/> No	School
	Class

Next

4. Select **Yes** beside the hierarchy options that are needed. **Note:** To change the label on the hierarchy (for example, to change the word "district" to "school system") simply type your change into the box.
5. Click **Next**.

Establishing the Organizational Structure

Once the framework for the hierarchy has been set up, you can define how your organization fits into the hierarchy.

Defining the Organization

1. From the main menu, select **Hierarchy Management**.
2. From the drop-down menu, select **Organization Management**.
3. Select the root in the **Organizational Hierarchy** box.

Battelle Developmental Inventory 2nd edition

Home | Hierarchy Organization | Staff Administration | Child Administration | Reports | Import/Export

Manage Organization Member
Use this page to assign labels for the specific locations, staff members, and groups in your organization. You also can add new members to your organization and edit information about existing members.

Click the plus (+) sign(s) to expand the hierarchy list and view the levels.

To add a new member to your organization, select a level in the hierarchy list. Then click the **Add New** button. The new member will be inserted below the selected level.

To edit an organization member, select the member's name in the hierarchy list. Then click the **Edit** button.

To delete an organization member, select the member's name in the hierarchy list and click the **Delete** button. You must have administrative privileges to delete levels in the hierarchy of your organization.

Organization Hierarchy

training-Root

Functions

Selected Organization:

4. Edit the name of the root if needed. Select the current label for the 'root' of the hierarchy, and then click **Edit**.

Battelle Developmental Inventory 2nd edition

Home | **Hierarchy Organization** | Staff Administration | Child Administration | Reports | Import/Export

Manage Organization Member
 Use this page to assign labels for the specific locations, staff members, and groups in your organization. You also can add new members to your organization and edit information about existing members.
 Click the plus (+) sign(s) to expand the hierarchy list and view the levels.
 To add a new member to your organization, select a level in the hierarchy list. Then click the **Add New** button. The new member will be inserted below the selected level.
 To edit an organization member, select the member's name in the hierarchy list. Then click the **Edit** button.
 To delete an organization member, select the member's name in the hierarchy list and click the **Delete** button. You must have administrative privileges to delete levels in the hierarchy of your organization.

Organization Hierarchy

Training-Root

Functions

Selected Organization:

Edit **Add New District**

5. Type your edits and click **Save**.

Battelle Developmental Inventory 2nd edition

Home | **Hierarchy Organization** | Staff Administration | Child Administration | Reports | Import/Export

Edit Organization
 Fields with * are required fields
 To edit identifying information about this organization member, type changes in the text boxes and/or select from the list of options in the drop-down lists. Then click the **Save** button to save the changes.
 Note: Fields marked with a red asterisk (*) require information before your edits can be saved.

Organization Name: Riverside City Schools

Contact Name:

Address:

City:

State: Illinois

Zip:

Country: United States

Phone:

Fax:

Save **Cancel**

6. Select **Add New District**. Note: This label on this button will be dependent upon your hierarchy structure description.

Battelle Developmental Inventory 2nd edition

Home | **Hierarchy Organization** | Staff Administration | Child Administration | Reports | Import/Export

Changes to the organization have been saved.
Manage Organization Member
 Use this page to assign labels for the specific locations, staff members, and groups in your organization. You also can add new members to your organization and edit information about existing members.
 Click the plus (+) sign(s) to expand the hierarchy list and view the levels.
 To add a new member to your organization, select a level in the hierarchy list. Then click the **Add New** button. The new member will be inserted below the selected level.
 To edit an organization member, select the member's name in the hierarchy list. Then click the **Edit** button.
 To delete an organization member, select the member's name in the hierarchy list and click the **Delete** button. You must have administrative privileges to delete levels in the hierarchy of your organization.

Organization Hierarchy

Riverside City Schools

Functions

Selected Organization:

Edit **Add New District**

7. Type in the name of the agency (or district, agency, school, class) and any other needed or desired information.

The screenshot shows the 'Add New Organization' form. At the top is the Battelle Developmental Inventory 2nd edition logo and a navigation bar with links: Home, Hierarchy Organization, Staff Administration, Child Administration, Reports, and Import/Export. The form itself has a yellow background and contains the following fields: Organization Name:*, Associated with:*, Contact Name:, Address:, City:, State: (dropdown menu showing 'Illinois'), Zip:, Country: (dropdown menu showing 'United States'), Phone:, and Fax:. There are 'Save' and 'Cancel' buttons at the bottom left.

8. Click **Save**.
9. Continue to add members to your organization as needed by selecting the level to which you want to add and clicking the **Add New Agency** button. **Note:** The name on this button is dependent upon how the hierarchy was labeled.

The screenshot shows the 'Organization Hierarchy' and 'Functions' section. The 'Organization Hierarchy' panel on the left displays a tree structure: 'Riverside Training' (expanded), 'Riverside Child Dev. Center', 'Riverside Elem. School', and 'Pre-K'. The 'Functions' panel on the right shows 'Selected Organization:' and two buttons: 'Edit' and 'Add New Agency'.

Creating Groups/Classes

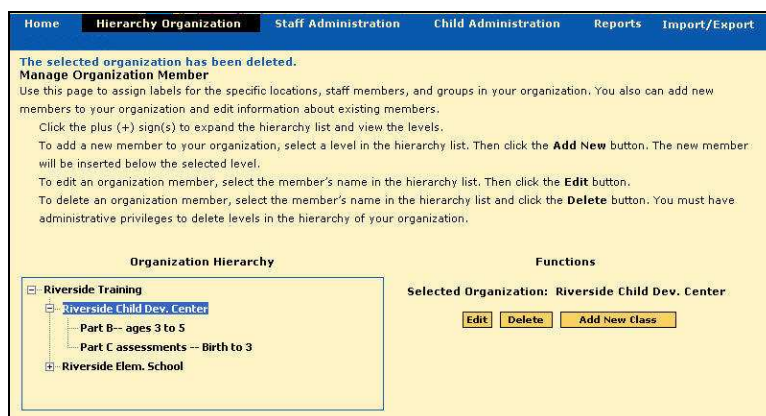
Children are placed into groups or classes for management purposes. Each group/class corresponds to an examiner/teacher, and it can relate by category (i.e., Birth to 3, Ages 3 to 5, Pre-K, etc.). **Note:** Only examiners who have been given the privilege to add new groups will have this menu option available.

Creating a new group or class

1. To create a new group or class, choose **Hierarchy Organization** ➔ **Organization Management**.



2. Click the plus sign (+) to expand the hierarchy list and view the levels.



3. To add a new group/class, select the school/program to which you want to add a class.

Home **Hierarchy Organization** Staff Administration Child Administration Reports Import/Export

The selected organization has been deleted.

Manage Organization Member

Use this page to assign labels for the specific locations, staff members, and groups in your organization. You also can add new members to your organization and edit information about existing members.

Click the plus (+) sign(s) to expand the hierarchy list and view the levels.

To add a new member to your organization, select a level in the hierarchy list. Then click the **Add New** button. The new member will be inserted below the selected level.

To edit an organization member, select the member's name in the hierarchy list. Then click the **Edit** button.

To delete an organization member, select the member's name in the hierarchy list and click the **Delete** button. You must have administrative privileges to delete levels in the hierarchy of your organization.

Organization Hierarchy

- [-] Riverside Training
 - [-] **Riverside Child Dev. Center**
 - Part B-- ages 3 to 5
 - Part C Assessments -- Birth to 3
 - [-] Riverside Elem. School

Functions

Selected Organization: Riverside Child Dev. Center

Edit **Delete** **Add New Class**

- Click the **Add New Class** button. **Note:** The name on this button is dependent upon how the hierarchy was labeled.

Home **Hierarchy Organization** Staff Administration Child Administration Reports Import/Export

Add New Organization

Fields with * are required fields

Organization Name:*

Associated with:*

Contact Name:

Address:

City:

State:

Zip:

Country:

Phone:

Fax:

Comment:

Member Type:

New Member Type will be added to the above drop down list after being created.

Add New Member Type: **Add New Member Type**

Save **Cancel**

- Give the group/class a name.
- Add any other additional desired information.
- Click **Save**.
- Repeat steps 1 to 7 to create additional groups/classes.

Creating Accounts for Examiners

An account must be created for each examiner. The examiner can then be associated with groups/classes. **Note:** Only examiners who have been given the privilege to add new staff will have this menu option available.

Creating a new examiner account

1. To create a new examiner account, choose **Staff Administration ➔ Add Staff Member**.



2. Fill in the required information (fields marked with a red asterisk).

3. Select the hierarchy level into which the examiner will be added.

4. From the **Available Organization Member** box, select the group into which the examiner will be added.

Hierarchy:*
Class

Modify Member Assignment:
To assign the staff member to a location, select a level from the **Hierarchy** drop-down list. Then select the title of the level from the **Available Organization Member** box, and click the **Assign** button to add the staff member to the selected location.

Available Organization Member:
Riverside Child Dev. Center - Part B assessments - ages 3-5
Riverside Child Dev. Center - Part C assessments -- Birth to 3
Riverside Elem. School - Pre-K

Assign **Unassign**

Assigned Organization Member:*

5. Click **Assign**.

Hierarchy:*
Class

Modify Member Assignment:
To assign the staff member to a location, select a level from the **Hierarchy** drop-down list. Then select the title of the level from the **Available Organization Member** box, and click the **Assign** button to add the staff member to the selected location.

Available Organization Member:
Riverside Child Dev. Center - Part C assessments -- Birth to 3
Riverside Elem. School - Pre-K

Assign **Unassign**

Assigned Organization Member:*
Riverside Child Dev. Center - Part B assessments - ages 3-5

6. Fill in the remaining required fields, including privileges, and any additional desired information.

Organization Member:

Assign **Unassign**

Assigned Organization Member:*

User ID:*

Password:*

Confirm Password:*

Palm/PDA Password:

Serial Number:

Device Type:

☐ Reset/Change Mobile Device

Authorized Privileges*
Select the options to indicate the authorization privileges given to the staff member. If user-defined fields have been added, include the information in the text boxes.

Assessment Privileges:
☐ Input Assessment

7. Click **Save**.

8. Repeat steps 1 to 7 to create additional examiner accounts.

6

Adding Children

Child records can be added at any time. After a child record has been created in Data Manager, assessment data can be entered and assessment results subsequently viewed. **Note:** Only examiners who have been given the privilege to add new children will have this menu option available.

Adding child records

1. To add a child's record, choose **Child Administration** ➔ **Add Child**.



2. Fill in the required information (fields marked with a red asterisk).

Child Information
Fields with * are required fields.
This page provides fields for entering a child's identifying information and assigning the child to a class or group. A child can be assigned to more than one class or group.
Enter information in the fields and use the drop-down lists to identify the child. Fields marked with a red asterisk (*) are required.
After completing the fields, click the **Save** button.

First Name: **Last Name:**
Child ID: **DOB:**
Gender: **Disability:**
Language: **Ethnicity:**
Address: **Race:** ☐ American Indian or Alaska Native
Address 2: ☐ Asian
City: ☐ Black or African American
State: ☐ Native Hawaiian or Other Pacific Islander
Zip Code: ☐ White
Country: ☐ Not Selected
Phone:
E-mail:

Assign Child
To assign the child to a school, expand the hierarchy list and select a location. You must select a location on the lowest level of your hierarchy. Click the **Assign** button after making your selection.
When the location appears in the School Summary box, click to highlight it. Then scroll down to locate the Available Class box and select a group in which to assign the child. Click the **Assign** button to add the child to the selected group. You can assign the child to more than one group.

Program: **Program Summary:**
Available: **Assigned:**
Group: **Assign >>** **<< Unassign**
Group Summary:

Family Information:
Family Last Name: **Ethnicity:**
Family ID: **Race:** ☐ American Indian or Alaska Native
Number of Adults: ☐ Asian
Number of Children: ☐ Black or African American
Language: ☐ Native Hawaiian or Other Pacific Islander
☐ White
☐ Not Selected

Mother Information:
First Name: **Last Name:**
DOB: **Employment:**
Education Level:

Save **Save & Add Another Child** **Cancel**

3. Select the agency/school to which the child will be assigned.
4. Click **Assign**. The agency/school you selected will now show in the area entitled **School Summary**.

School Summary:
Muskogee County Health Dept.
Assign >> **<< Unassign**

Available: **Assigned:**
Class: **Assign >>** **<< Unassign**
Class Summary:

5. Click the name of the agency/school in the **School Summary** box. A list of groups/classes at the agency/school will appear in the area entitled **Available Class**.
6. Select a group/class and click **Assign**. The group/class you selected will now show in the area entitled **Assigned**. The child is now assigned to this group/class, and a description of the group/class is shown in the area entitled **Class Summary**.
Note: As an individual user, if groups have not been set up, simply skip this step.

The screenshot displays the 'Child Administration' tab in the Data Manager application. The interface is divided into several sections:

- Top Navigation Bar:** Contains links for 'Hierarchy Organization', 'Staff Administration', 'Child Administration' (active), 'Reports', and 'Home'.
- Left Panel:** A tree view showing the organizational hierarchy. 'Oklahoma SoonerStart' is expanded, and 'Muskogee County Health Dept.' is selected.
- Right Panel:** Contains two main sections:
 - School Summary:** A box with 'Muskogee County Health Dept.' and two buttons: 'Assign >>' and '<< Unassign'.
 - Assigned:** A box with 'Birth to 3 assessments' and two buttons: 'Assign >>' and '<< Unassign'.
- Bottom Section:** Labeled 'Class Summary:', it contains a text box with the text 'Muskogee County Health Dept. - Birth to 3 assessments'.

7. Fill in any additional or needed information.
8. Click **Save**. Click **Save & Add Another Child** if you want to add another child's record.

7

Adding Assessment Data

After a child's record has been added, assessment data can be entered for the child. Assessment data can be entered using raw scores or item details, though it is recommended that data be entered using Item Details.

To add assessment data to a child's record, first search for the child.

Search for a child's record

1. To locate a child's record, choose **Child Administration** ➔ **Search Child**.



2. Click **Search** to see a list of all children. To narrow the search, enter information in one or more of the identifying information fields and/or select criteria from the drop-down lists.

Child - Search and Manage

Use this page to locate and manage child records.

Note: Search capabilities are defined by your authorized privileges.

To view a list of all the child records in the organization, click the **Search** button. To narrow your search, enter information in one or more of the identifying information fields and/or select criteria from the drop-down lists. To narrow your search further, click the check boxes. When the Search Results appear in the list, locate the child's record.

To edit the record, click the **Edit** icon.

To remove a record from the list, click the **Delete** icon. To add a deleted record to the list, click the **Undelete** icon.

To add a new assessment to the record, click the **Assessment** icon.

To produce a report from the child's record, click the **Report** icon.

To add notes to the record, click the **Notes** icon.

To clear the search results, click the **Clear** button.

First Name:

Last Name:

Child ID:

☐ Only Unassigned Children

☐ Only Deleted Children

Note: Click the **Only Unassigned Children** or **Only Deleted Children** check box to search for records that are not assigned or have been deleted.

Home Hierarchy Organization Staff Administration **Child Administration** Reports Import/Export

TO VIEW, click the check boxes. When the search results appear in the list, review the child's record.
 To edit the record, click the **Edit** icon.
 To remove a record from the list, click the **Delete** icon. To add a deleted record to the list, click the **Undelete** icon.
 To add a new assessment to the record, click the **Assessment** icon.
 To produce a report from the child's record, click the **Report** icon.
 To add notes to the record, click the **Notes** icon.
 To clear the search results, click the **Clear** button.

First Name:
 Last Name:
 Child ID:
☐ Only Unassigned Children
☐ Only Deleted Children

Search **Clear**

Search Results:

Action Icons: Edit: Delete: Undelete: Assessment: Report: Head Start Notes:

Last Name	First Name	Gender	Child ID	Assigned	School	Birth Date	Actions
Edwards	Marcus	Male		Y	Riverside Child Dev. Center	05/07/2005	

3. Scroll down. From the search results, you can complete the following activities:

- **edit** a child's information,
- **delete** a child record,
- enter an **assessment**,
- preview, save, and print **reports**, and
- add **Head Start** notes.



Enter assessment data for a selected child

1. Click the **Assessment** icon () to add assessment data to a child's record.
2. Depending on which assessment was administered to the child, select either **New Complete Assessment** or **New Screener**. (For this example, **New Complete Assessment** has been selected.)

Home Hierarchy Organization Staff Administration **Child Administration** Reports Import/Export

Assessment(s) for Mia Lee
 Use this page to view a list of assessments administered to a child and to edit or add assessments to a record.

To view only complete assessments, click **Complete Assessment** button. To view only screener assessments, click **Screener** button. To view all the assessments for the child, click **All** button. To view assessments that were deleted from the record, click **Deleted** button.
 To add a new assessment to the record, click the **New Complete Assessment** button. To add a new screener to the record, click the **New Screener** button.
 To merge assessment information, click the check boxes preceding the assessments you want to combine, and then click the **Merge Selected** button.

Note: You cannot undo a merge after it has been completed.
 To delete an assessment from the child's record, click the corresponding **Delete** icon. When the Delete confirmation dialog appears, click **OK** button to remove the assessment from the list.
 To undelete an assessment, click the **Undelete** icon. Click **OK** button to reinsert the assessment into the record.

Complete Assessment ☐ Screener ☐ Deleted ☐ **All** ☒

New Complete Assessment **New Screener**

There are no assessment(s) for this child

Actions:

3. **Select Item Details.**

Home Hierarchy Organization Staff Administration **Child Administration** Reports Import/Export

New Complete Assessment for Mia Lee

Select the option (*Raw Scores* or *Item Details*) to indicate the type of scores you are entering for the assessment.
Note: If you enter the raw scores, you will be responsible for the basal and ceiling for each score. Not all reports are available using this method.

Enter the examiner's name and the test date for each subdomain assessed. If the assessments were administered in Spanish, click the corresponding check boxes to indicate the procedure (structured [S] or observation/interview [O/I]) used to administer the assessment for each subdomain.

Enter the scores and test observations.

If you selected to enter raw scores, type the scores for each domain in the appropriate text box.

If you selected to enter item details, click the **Next** button and select options to indicate scores and procedures for each item that was administered. Click the **Done** button to proceed to the next domain or to skip a domain. After you complete entering the scores, the program lists the age-equivalent (AE), percentile rank (PR), and standard scores (SS) for each subdomain that was assessed. Click the **Domain Totals** button view complete totals for each assessed domain.

Click the **Save** button to save the assessment information to the record.

First Test Date:
 Birthdate: 4/25/2005

☒ Raw Scores ☐ Item Details

Select Domain	All	Test Date	Examiner	Raw Score	Spanish S I/O	AE	PR	SS
Adaptive								
Self-Care	<input type="checkbox"/>				<input type="checkbox"/>			
Personal Responsibility	<input type="checkbox"/>				<input type="checkbox"/>			
Personal-Social								
Adult Interaction	<input type="checkbox"/>				<input type="checkbox"/>			
Peer Interaction	<input type="checkbox"/>				<input type="checkbox"/>			
Self-Concept and Social Role	<input type="checkbox"/>				<input type="checkbox"/>			
Communication								
Receptive Communication	<input type="checkbox"/>				<input type="checkbox"/>			
Expressive Communication	<input type="checkbox"/>				<input type="checkbox"/>			
Motor								
Gross Motor	<input type="checkbox"/>				<input type="checkbox"/>			
Fine Motor	<input type="checkbox"/>				<input type="checkbox"/>			
Perceptual Motor	<input type="checkbox"/>				<input type="checkbox"/>			
Cognitive								
Attention and Memory	<input type="checkbox"/>				<input type="checkbox"/>			
Reasoning and Academic Skills	<input type="checkbox"/>				<input type="checkbox"/>			
Perception and Concepts	<input type="checkbox"/>				<input type="checkbox"/>			

Copyright ©2007 by LINC, Associates © The Riverside Publishing Company

4. Click the check boxes to select the administered subdomains or click **All** to select all subdomains.
5. Enter a test date for each subdomain administered, or select the **Test Date** calendar icon to quickly select the test administration date.
6. Enter an examiner's name for each subdomain administered, or click the **Examiner** icon to quickly select the examiner who administered the test(s).
7. Click **Next** to proceed with score entry.
8. Enter the scores and procedures for each administered subdomain item by selecting the score (2, 1, or 0) and the administration procedure (S, O, or I).

Home Hierarchy Organization Staff Administration **Child Administration** Reports Import/Export

New Complete Assessment for Benjamin Roberts

Domain	SubDomain	Date	Chronological Age	Basal	Ceiling
Adaptive	Self-Care	12/12/2010	27		

Show Basal / Ceiling Clear Cancel Done

Item #	Dev Age	Description	Score	Procedure	Note
		the food against the top of the mouth with his or her tongue.	2 1 0	S O I	
SC4	0	Takes strained food from a spoon and swallows it.	Clear		Note
SC5	0	Eats semisolid food when it is placed in his or her mouth.	Clear		Note
SC6	0	Holds or supports a bottle to feed himself or herself.	Clear		Note
SC7	0	Uses his or her lips to remove food from an eating utensil held by an adult.	Clear		Note
SC8	12	Feeds himself or herself bite-sized pieces of food.	Clear		Note
SC9	12	Drinks from a cup with assistance.	Clear		Note
SC10	12	Chews food using a rotary (side-to-side) jaw movement.	Clear		Note
SC11	24	Helps dress himself or herself by holding out his or her arms or legs.	Clear		Note
SC12	24	Asks for food or liquid with words or gestures.	Clear		Note
SC13	24	Uses a spoon or other utensil to feed himself or herself.	Clear		Note
SC14	24	Removes his or her shoes without assistance.	Clear		Note

9. Click **Done** when all the scores have been entered.
10. If you selected more than one subdomain, you will automatically advance to the next selected subdomain. Enter data for the next subdomain.
 - Select the number of points (2, 1, or 0) for each item administered.
 - Select the administration procedure (S, O, or I) for each item administered.
 - Click **Done** when all the scores have been entered.
11. A summary of scores will be shown when data has been added to the last selected subdomain.

Select Domain	All	Test Date	Examiner	Raw Score	Spanish S I/O	AE	PR	SS
Adaptive								
Self-Care	<input type="checkbox"/>	12/12/2010	Michele Davidson	31	<input type="checkbox"/>	19	16	7
Personal Responsibility	<input type="checkbox"/>	12/12/2010	Michele Davidson	8	<input type="checkbox"/>	25	50	10
Personal-Social								
Adult Interaction	<input type="checkbox"/>	12/12/2010	Michele Davidson	36	<input type="checkbox"/>	20	16	7
Peer Interaction	<input type="checkbox"/>	12/12/2010	Michele Davidson	12	<input type="checkbox"/>	<24	25	8
Self-Concept and Social Role	<input type="checkbox"/>	12/12/2010	Michele Davidson	18	<input type="checkbox"/>	14	5	5
Communication								
Receptive Communication	<input type="checkbox"/>	12/12/2010	Michele Davidson	30	<input type="checkbox"/>	26	63	11
Expressive Communication	<input type="checkbox"/>	12/12/2010	Michele Davidson	24	<input type="checkbox"/>	16	5	5
Motor								
Gross Motor	<input type="checkbox"/>	12/12/2010	Michele Davidson	55	<input type="checkbox"/>	21	25	8
Fine Motor	<input type="checkbox"/>	12/12/2010	Michele Davidson	28	<input type="checkbox"/>	19	25	8
Perceptual Motor	<input type="checkbox"/>	12/12/2010	Michele Davidson	10	<input type="checkbox"/>	<24	5	5
Cognitive								
Attention and Memory	<input type="checkbox"/>	12/12/2010	Michele Davidson	31	<input type="checkbox"/>	20	25	8
Reasoning and Academic Skills	<input type="checkbox"/>	12/12/2010	Michele Davidson	10	<input type="checkbox"/>	<24	25	8
Perception and Concepts	<input type="checkbox"/>	12/12/2010	Michele Davidson	15	<input type="checkbox"/>	21	25	8

Continuing an assessment for a selected child

If you need to exit out of the Data Manager software before you complete entering in all data on a child or if another examiner entered some data on a child and you now need to enter additional data on the child, you can continue to add assessment information on any child on

whom an assessment has begun. Follow these steps to continue adding assessment data on a child on whom some data has been entered:

1. **Search** for the child by selecting **Child Administration** ➔ **Search Child**.
2. Click the **Test** icon to the right of the child's name.
3. Click on the **test date** (at the bottom of the screen) of the assessment to which you need to add more information.

The screenshot shows the Data Manager interface. At the top, there are filter buttons: "Complete Assessment", "Screener", "Deleted", and "All" (which is selected). To the right of these are buttons for "New Complete Assessment" and "New Screener". Further right is an "Actions:" button with three icons. Below the filters is a table with the following columns: "Merge Selection", "First Date", "Retest", "Instrument", "ADP", "P-S", "COM", "MOT", "COG", "Observations", "Program Note", and "Delete". The table contains one row of data: "Merge Selection" has a checkbox; "First Date" is "1/12/2011"; "Retest" is "-"; "Instrument" is "Complete Assessment"; "ADP", "P-S", and "COM" all have "X"; "MOT" and "COG" both have "-"; "Observations" has "X"; "Program Note" is "Program Note"; and "Delete" has a red X icon.

Merge Selection	First Date	Retest	Instrument	ADP	P-S	COM	MOT	COG	Observations	Program Note	Delete
<input type="checkbox"/>	1/12/2011	-	Complete Assessment	X	X	X	-	-	X	Program Note	

4. Change to "Item Details".
5. Put a check by any subdomain for which you need to enter information.
6. Enter the date of the assessment for any subdomain on which is checked.
7. Enter the examiner(s) name(s) for any subdomain on which is checked.
8. Click **Next**.
9. Begin entering assessment data for the selected subdomain.

8

Viewing Reports

A number of reports are available after test data has been entered on a child. To view a child's record and generate reports, first search for the child.

Search for a child's record

1. To locate a child's record, choose **Reports ➔ Child Reports**.



2. Enter any known identifying information in the boxes.
3. Narrow your search by expanding the hierarchy levels and selecting a location.
4. Click **Search**.

First Name:

Last Name:

Child ID:


☐ Only Unassigned Children

☐ Only Deleted Children

5. Scroll down. The results of your search will be shown.

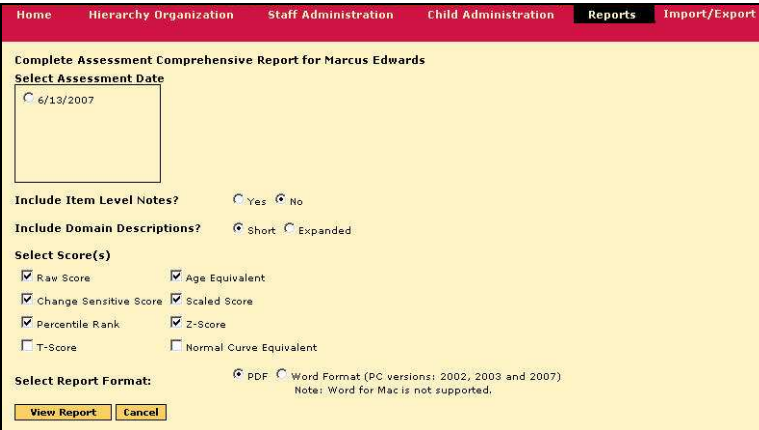
Search Results:							
Action Icons: Edit: Delete: Undelete: Assessment: Report: Head Start Notes:							
Last Name	First Name	Gender	Child ID	Assigned	School	Birth Date	Actions
Edwards	Marcus	Male		Y	Riverside Child Dev. Center	05/07/2005	

View or save reports

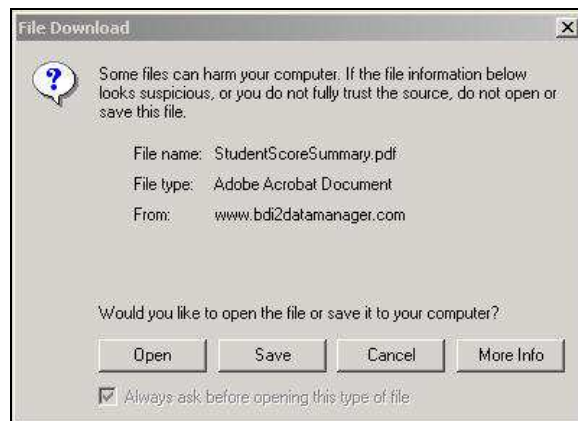
1. Click the **Report** icon () to generate a report from the child's record.
2. Select a report name.



3. Click **Go To Report Criteria**.



4. Select the assessment date.
5. Select any criteria needed in the report.
Note: The options available will vary based on which report you selected.
6. Select **View Report**.
7. Click **Open** to view the report or **Save**. If **Save** is chosen, select the location to save the report and give the file a name.



8. View, print, and/or close the report.

Score Summary Report for Marcus Edwards



Name:	Marcus Edwards
Gender:	<input checked="" type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> Unknown
ID#:	
Examiner:	Michele Davidson
Agency:	Riverside Child Dev. Center
Class:	Part C assessments -- Birth to 3
Items Administered in:	<input checked="" type="checkbox"/> English only <input type="checkbox"/> Spanish only <input type="checkbox"/> Mixed English and Spanish
Date of Birth:	10/22/2008
Date of Testing:	12/12/2010
Chronological Age:	25 months
Program Note:	

The Battelle Developmental Inventory™, 2nd Edition, (BDI-2™) is an early childhood instrument based on the concept of developmental milestones. As a child develops, he or she typically attains critical skills and behaviors sequentially, from simple to complex. BDI-2 helps measure a child's progress along this developmental continuum by both global domains and discrete skill sets in the following areas: Adaptive, Personal-Social, Communication, Motor, and Cognitive.

Domain/Subdomain	RS	AE	CSS	SS	PR	Z-Score
Adaptive	39	-	474	93	32	-0.47
Self-Care	31	19	463	7	16	-1.00
Personal Responsibility	8	25	484	10	50	0.00
Personal-Social	66	-	461	87	19	-0.87
Adult Interaction	36	20	476	7	16	-1.00
Peer Interaction	12	<24	462	8	25	-0.67
Self-Concept and Social Role	18	14	444	5	5	-1.67
Communication	54	-	456	92	30	-0.53
Receptive Communication	30	26	478	11	63	0.33
Expressive Communication	24	16	433	5	5	-1.67
Motor	93	-	442	84	14	-1.07
Gross Motor	55	21	459	8	25	-0.67
Fine Motor	28	19	448	8	25	-0.67
Perceptual Motor	10	<24	419	5	5	-1.67
Cognitive	56	-	467	89	23	-0.73
Attention and Memory	31	20	464	8	25	-0.67
Reasoning and Academic Skills	10	<24	466	8	25	-0.67
Perception and Concepts	15	21	470	8	25	-0.67
BDI-2 Total	308	-	460	85	16	-1.00

Copyright 2007 LINC and The Riverside Publishing Company